



4 April 2012

Dear Mr. Chuma,

Subject: Low Emission Capacity Building Project – Kenya
PIMS No.4784 - ATLAS BU: KEN10 - Proposal No.: 00061744 - Project No.: 00078485

I am pleased to delegate to you the authority to sign the above-mentioned project document of US \$752,688.17 (inclusive of GMS), on behalf of UNDP. This is in addition to the US \$30,000 previously received to complete the Preparatory Phase. You are also kindly requested to obtain the representative's signature for the Government on the cover page, and then commence the implementation of the project. As per Rule 116.05 of the UNDP Financial Regulations and Rules (Executive Board Decision 2005/1), this document becomes effective when signed by the Resident Representative.

Once the project document is signed, you may request the transfer of income to the project by submitting an Atlas-generated *Annual Work Plan (AWP)* based on the *Total Budget and Annual Work Plan* in the attached project document, along with a copy of the signed cover page, to Ms. Allison Towle (allison.towle@undp.org). Funds will be issued to cover first year programming and associated GMS via cash transfer (GLJE) immediately upon receipt of an Atlas-generated AWP. The balance of the funds will be allocated in subsequent years.

Please note that this project has already been assigned an Atlas ID, listed above. This Atlas ID, which was established for the preparatory phase should continue to be used for the implementation phase of the project.

Any budget revisions should be forwarded to Ms. Allison Towle at UNDP HQ. In this connection, please note that UNDP-EEG is not in a position to increase the project budget above the amount already approved. Therefore, any over-expenditure on this project would have to be absorbed by other Country Office resources.

Mr. Aeneas Chuma
Resident Representative
UNDP
Nairobi
Kenya

As you know, GMS is intended to cover the costs of project support, supervision and oversight, not project implementation. Where a government, as implementing agency, requests UNDP to provide specific services as a part of project implementation, then the government party is responsible for reimbursing UNDP in accordance with UNDP policies on cost recovery. In such a case your office must maintain appropriate record of these implementation services.

We take the opportunity to draw your attention to the following mandatory requirements for all EEG projects:

- ❖ Any changes contemplated with respect to the project objectives and outcomes will have to be discussed with and approved by HQ.
- ❖ All projects will be audited in accordance with UNDP Financial Regulations and Rules and Audit policies. UNDP-EEG reserves the right to withhold fee payments and to suspend the project if this requirement is not met in a timely fashion.

In conclusion, I would like to assure you of the UNDP-EEG Team's and my personal commitment to successful implementation of the project.

Yours sincerely,



Veerle Vandeweerd
Director
Environment and Energy Group
Bureau for Development Policy

cc: Timothy Ranja; Christopher Gakahu, UNDP

Annex 1 **UNDP Environment and Energy Group - Project Support Services**
(management oversight)

Stage	Country Offices	EEG
Identification, Sourcing and Screening of Ideas	Identify project support areas as part of country programming	Provide information on substantive issues and specialized funding opportunities (SOFs)
Feasibility Assessment / Due Diligence Review	Assist countries to formulate project document	Technical support: provide up-front guidance; sourcing of technical expertise; verification of technical reports and project conceptualization; guidance on expectations and requirements
	Review and appraise project idea	Provide detailed screening against technical, financial, social and risk criteria and provide statement
		Assist in identifying technical partners; Validate partner technical abilities.
	Obtain clearances – Government, Executing Agency, LPAC, etc.; monitor project milestones	Obtain clearances
Development & Preparation	Management and financial oversight of Initiation Plan	Technical support, backstopping and troubleshooting
	Support project development, assist country define program areas	Technical support: sourcing of technical expertise; verification of technical reports and project conceptualization; guidance expectations and requirements
	Review, appraise, finalize Project Document	Verify technical soundness, quality of preparation, and match with SOF expectations
	Negotiate and obtain clearances – Government, Executing Agency, LPAC, etc	Negotiate and obtain clearances by SOF
	Respond to information requests, arrange revisions etc.	Respond to information requests, arrange revisions etc.
	Prepare operational and financial reports on development stage as needed	Verify technical soundness, quality of preparation, and match with SOF expectations
Implementation	Management Oversight and support	Technical and SOF Oversight and support
	Project Launch	Technical support in preparing TOR and verifying expertise for technical positions. Verification of technical validity / match with SOF expectations of inception report. Participate in Inception Workshop
	Policy negotiations	Technical information and support as needed
	Steering Committee meetings	Technical support, participation as necessary

Stage	Country Offices	EEG
	Issuance of AWP, monitor implementation of the work plan and timetable, budget revisions as necessary	Advisory services as required
	Financial management – Conducting budget revisions, verifying expenditures, advancing funds, issuing combined delivery reports, ensuring no over-expenditure of budget	Allocation of Cash Transfer via GLJE.
	Technical, managerial and financial backstopping, problem identification & troubleshooting	Technical support and trouble-shooting, Support missions as necessary.
	Annual site visits – at least one site visit per year, report to be circulated no later than 2 weeks after visit completion	Project visits – at least one technical support visit per year.
	Reviewing, editing, responding to project reports; monitoring project milestones	Technical support, validation, quality assurance
	Ensuring necessary audits	
	Final budget revision and financial closure (within 12 months after operational completion).	Return of unspent funds
Evaluation and Reporting	Preparation and completion of Annual Reports, final reports, tracking substantive indicators	Technical support, progress monitoring, validation, quality assurance
	Organize project review arrangements, such as steering committee meetings, as outlined in project document and agreed with UNDP EEG RSC/RCU	Technical support, participation as necessary
	Arrange mid-term, final, and other evaluations – prepare TOR, hire personnel, plan and facilitate mission / meetings / debriefing, circulate draft and final reports.	Technical support in preparing TOR and verifying expertise for technical positions. Verification of technical validity / match with SOF expectations of inception report. Participate in briefing / debriefing
		Technical analysis, compilation of lessons, validation of results
		Dissemination of technical findings

Service standards:

1. initial response to communication within 2 working days
2. full response to communication (with the exception of a response requiring travel) within 10 working days